

Missouri Department of Higher Education

BTOP Newsletter

Community Outreach Resources

You are encouraged to implement community outreach activities and build relationships with local residents, community anchor institutions, businesses, schools, public safety agencies, and healthcare providers. The following toolkit provides ideas and tools for implementing outreach activities that can fit project goals, reach stakeholders, and deliver key messages.

[Community Outreach Toolkit](#)

Upcoming Report Dates

PCC Quarterly Reports

Due Monday, January 10, 2011

PCC Annual Performance Report

Due Monday, January 17, 2011

Recordkeeping

Recordkeeping is one of the most important aspects of the grant. Please ensure that you keep timesheets for all people who work on the grant, from administrators to lab assistants. You also need to keep copies of all reports submitted to me and communications to, and from me, regarding issues. Although phone calls are fine, I prefer to have your questions, and respond to your questions, in writing, so that we both have a record of the conversation. And, as I receive important communications from our federal officers, I will forward them to you for your records.



TIP: Old Computers?

You are encouraged to recycle your old computers to community organizations or housing projects. Think about how to expand your project to include courses on how to refurbish computers.



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



Primary Emblem



BroadbandUSA Emblem

Logo Files: Primary Emblem

[TIF format](#)
[JPEG format](#)
[EPS format](#)

Logo Files: BroadbandUSA Emblem

[TIF format](#)
[JPEG format](#)
[EPS format](#)

Signage and Logo Guidance

Projects funded by the American Recovery and Reinvestment Act (Recovery Act) can use the Recovery Act emblem. This emblem is a symbol of President Obama's commitment to invest tax dollars wisely to put Americans back to work. All BTOP grantees are required to use the Recovery Act emblem in display signage on construction sites.

The July 2009 and January 2010 BTOP Notices of Funds Availability state the following requirement: *All projects that are funded by the Recovery Act shall display signage that features the Primary Emblem throughout the construction phase. The signage should be displayed in a prominent location onsite. Some exclusions may apply. The Primary Emblem should not be displayed at a size less than six inches in diameter.*

Grantees may satisfy the signage requirements above by using the Primary or Broadband USA Emblems shown here and following guidelines for size, clear space, and color. See the links below for complete signage and graphics guidelines along with links to the emblems.

[Signage Guidance Fact Sheet](#)

[Additional Uses of Recovery Logo Fact Sheet](#)

[Davis-Bacon Act Requirements for Wage](#) and Required Signage on PCC Sites

[Davis-Bacon Poster](#): All PCCs must display this poster.

[Whistleblower Poster](#): All PCCs must display this poster.



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